
MOHAMMED KHAN

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Personal Website: mohammedkhan.me

Driving Licence: Full UK licence/car owner

PERSONAL PROFILE

A determined and hardworking individual with a warm and trustworthy personality. Confident in working both independently and as part of a team. Possesses innovative ideas, a strong understanding of stakeholder requirements, and the right attitude and aptitude to succeed in any position. Committed to achieving goals and making a positive impact in the workplace.

SKILLS & ACHIEVEMENTS

- **Web Development:** HTML, CSS, JavaScript, TypeScript, Bootstrap, jQuery, React, Redux, PHP, Python
 - **Backend Development:** Node.js, Express, API development, PostgreSQL, Docker
 - **Version Control & Deployment:** Git, GitHub, cURL frontend and server-side deployment
 - **Networking & Architecture:** Networking principles, IT architecture, cloud services
 - **Communication & Teamwork:** Strong communication skills, effective team player and independent worker
 - **Project Management:** Organised and managed a charity event for Cancer Research, including promotion, ticket sales, staff management, and coordination
 - **Software Proficiency:** Microsoft Excel (PivotTables, V-Lookups), QuickBooks, VT Transaction, Sage Line 50, Payroll Manager, BC Easy TaxFiler
 - **Problem-Solving:** Thrive under pressure, meeting deadlines and embracing challenges
 - **Adaptability:** Quick to learn and adapt to new systems and technologies
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EDUCATION

Full Stack Development (2022 - Present)

Codecademy / IT Career Switch

- HTML, CSS, JavaScript, TypeScript, Git, Docker, Node.js, Express, API, React, Redux, jQuery, PostgreSQL, PHP, Python

BTec/COMPTIA A+ (2021)

Netcom Training

- Networking and Architecture, Mobile and Operating Systems, Cloud Services, Business Processes
- Cisco: IT Essentials: PC Hardware and Software, Cybersecurity Essentials

AS-Level Accounts & AAT (2005 - 2007)

Sutton Coldfield College

- Accounts: B, AAT: Pass, Health & Safety vocational course

GCSEs (2000 - 2005)

Joseph Leckie CTC

- English: B, Mathematics: A, Science Double Award: CC, ICT: B
 - OCR Level 1 and Level 2: Finance and Accounting
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EMPLOYMENT

Finance and Operations Controller / Waiter (2020 - Present)

The Village Lodge Restaurant

- **Customer Liaison:** Handled face-to-face and telephone queries and complaints, ensuring customer satisfaction and addressing concerns promptly.
- **Customer Service:** Attended to customer needs, delivering high-quality service and maintaining a positive dining experience.
- **Bookkeeping and Payroll:** Managed full bookkeeping duties, including organising accounts, processing payroll, and maintaining accurate financial records.
- **Operational Support:** Assisted with daily operations, contributing to the smooth running of the restaurant and supporting team members as needed.
- **Financial Management:** Oversaw financial transactions, prepared financial reports, and ensured compliance with accounting standards.

Assistant Accountant and Payroll Manager (2017 - 2020)

Accountants for Professionals

- **Payroll:** Managed portfolio of weekly and monthly payrolls, processed new starters and leavers (P45, P60), SSP, SMP, SPP, PAYE and NI calculations, RTI submissions, liaised with clients, pension providers, and HMRC, dealt with payroll queries, provided auto-enrolment advice, complied with TPR rules, worked to strict deadlines, assisted colleagues
- **Accounts Preparation:** Prepared sole trader and partnership accounts, calculated capital allowances and depreciation, input data into computerised accounts systems and HMRC portal, generated iXBRL files for Companies House and HMRC, processed VAT returns and bank reconciliations, recorded client data, produced pivot tables, managed outstanding debts, supervised and taught trainees

Accounting Assistant (2012 - 2016)

Black Book Accountants

- **Payroll:** Managed payroll, liaised with clients and their employees, updated personal information, dealt with payroll queries, processed new starters and leavers (P45, P60), SSP, SMP, SPP, PAYE and NI calculations, RTI submissions, liaised with clients, pension providers, and HMRC, provided auto-enrolment advice, complied with TPR rules, worked to strict deadlines, assisted colleagues
- **Accounts Preparation:** Conducted bookkeeping for sales and purchase ledger, produced bank reconciliations, authorised expenses, communicated with customers and suppliers, prepared tax returns, corporation tax, self-assessment, and PAYE using QuickBooks

Financial Associate – Voluntary Office Clerk (2011 - 2012)

- Worked as a payroll clerk, organised accuracy and payment of wages, pension plans, and insurances, settled deductions, bonuses, pay rises, and discrepancies, organised retirement payments, non-taxable earnings, maternity, vacation, and sick leave, advised and organised employee working shift patterns

Systems Clerk (2008 - 2011)

Tesco Distribution

- Managed system checks, stock control, driver booking, workload volume analysis, staff time data analysis, and staff rota

Waiter (2005 - 2008)

Laboni Balti Restaurant

- Full operational and financial accountability, sales and marketing initiatives, promoted and advertised the restaurant, managed stock control, trained new starters, dealt with complaints, managed orders and deliveries

REFERENCES

Available on request.
